

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Formal Request to Close Savings Account - [Account Number]

Dear Branch Manager,

I am writing to formally request the immediate closure of my savings account held at your branch, account number [Your Account Number].

I have decided to terminate my relationship with your bank due to the unprofessional behavior I recently encountered from your staff. Specifically, on [Date], I experienced [briefly describe the incident, e.g., rude communication, lack of assistance, or dismissive attitude] from [Staff Member Name, if known].

As a customer, I expect a basic level of professional courtesy and efficient service, which was unfortunately not provided. This experience has resulted in a loss of confidence in your branch's ability to manage my financial interests.

Please process the closing of this account effective immediately. I request that the remaining balance, including any accrued interest, be provided to me via [mention preference: e.g., a cashier's check sent to my address or transfer to the following account: Account Number/Routing Number].

Please send a written confirmation once the account has been officially closed and the funds have been disbursed.

Sincerely,

[Your Signature]

[Your Printed Name]